

User guide  
Conference unit Konftel 100/D  
English



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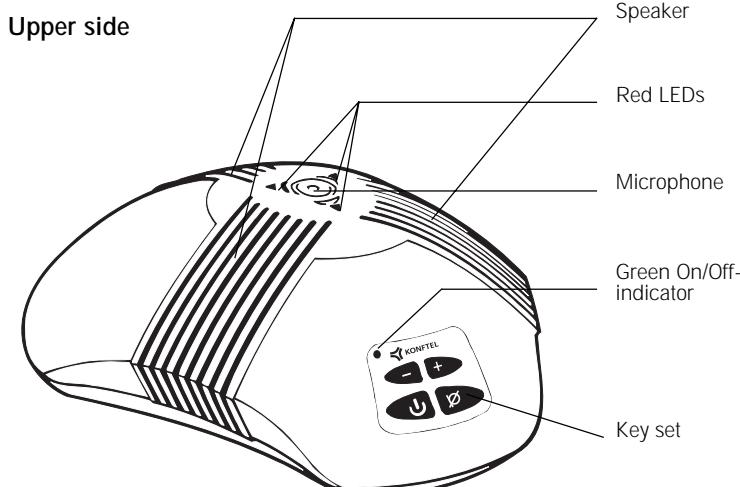
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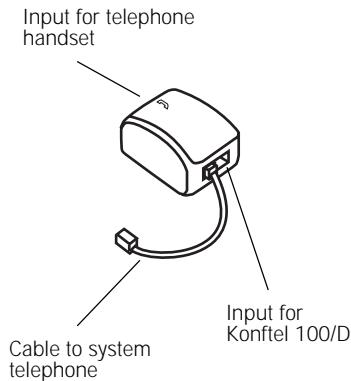
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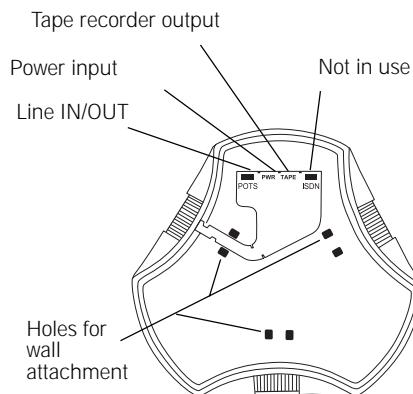
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**Switch box**



**Underside**



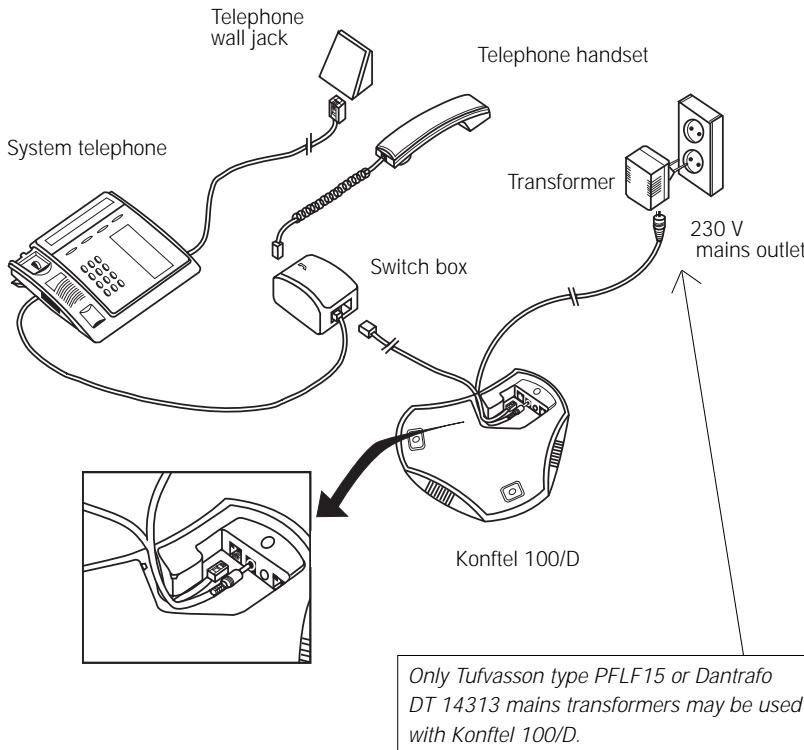
## POSITIONING

The Konftel 100/D conference unit is designed to function in rooms of up to 25 m<sup>2</sup> *with normal acoustics*. Konftel can offer other systems for larger premises.

The unit's omnidirectional microphone has a fantastic ability to pick up sound. Try it out and hear for yourself.

Avoid placing the Konftel 100/D:

- directly under objects such as lampshades or leaves of potted plants (min. distance 0.5 m).
- directly against a wall (min. distance 0.3 m).



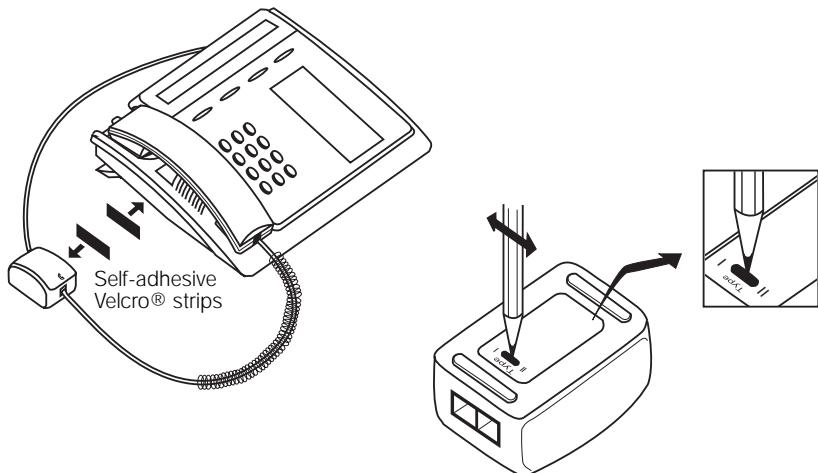
### Connection to telephone

Konftel 100/D is connected to the handset connection on a digital system telephone as shown in the diagram.

Perform connection in the following order:

1. Remove the system telephone connector from the telephone wall jack.
2. Remove the handset connector from the digital system telephone.
3. Connect the handset to the switch box.
4. Connect the short cable (0.5 m.) between the switch box and the handset connection on the system telephone.
5. Connect the long cable (1.5 m.) between the switch box and Konftel 100/D.
6. Connect the system telephone to the telephone wall jack.
7. Connect Konftel 100/D to the mains transformer and insert the transformer into the mains outlet.

## SWITCHBOX



The Konftel 100/D is delivered with a switch box that makes possible automatic switching between calls via the telephone handset and Konftel 100/D.

Digital system telephones from different manufacturers have different ways of functioning. On the underside of the switch box there is, therefore, a small switch that can be turned to position I or position II. Change the position of the switch only when the switch box is not connected to the telephone.

Manufacturer	Type of exchange	Switch position
ERICSSON	MD110	I
	FENIX	I
NORTEL	MERIDIAN 1	I
	COSMOS	I
PHILIPS	SOPHO	II
	ERGOLINE	I
ALCATEL	4200	I
	4400	I
SIEMENS	HICOM	I

For other types of exchanges, try first position I and then position II. If the switch is in the incorrect position, calls can be made through the handset but not through Konftel 100/D.

The switch box can be attached to the telephone with the supplied self-adhesive Velcro® strips.



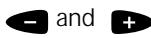
### Volume settings

Different makes of system telephones function in different ways. That is why the volume on the Konftel 100/D must always be accurately adjusted the first time it is connected. This will ensure the best function in conjunction with the system telephone being used.

Lift the handset and place a call.



Switch to loudspeaker operation.



### Volume settings for loudspeaker

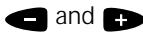
Loudspeaker volume is set by pressing the – and + keys.

Note that a volume control on the digital system telephone will affect the loudspeaker volume on the Konftel 100/D.



### Volume settings for microphone

Press and hold down the Mute key for approximately 3 seconds until the red LEDs begin to blink and a repeating tone is heard.



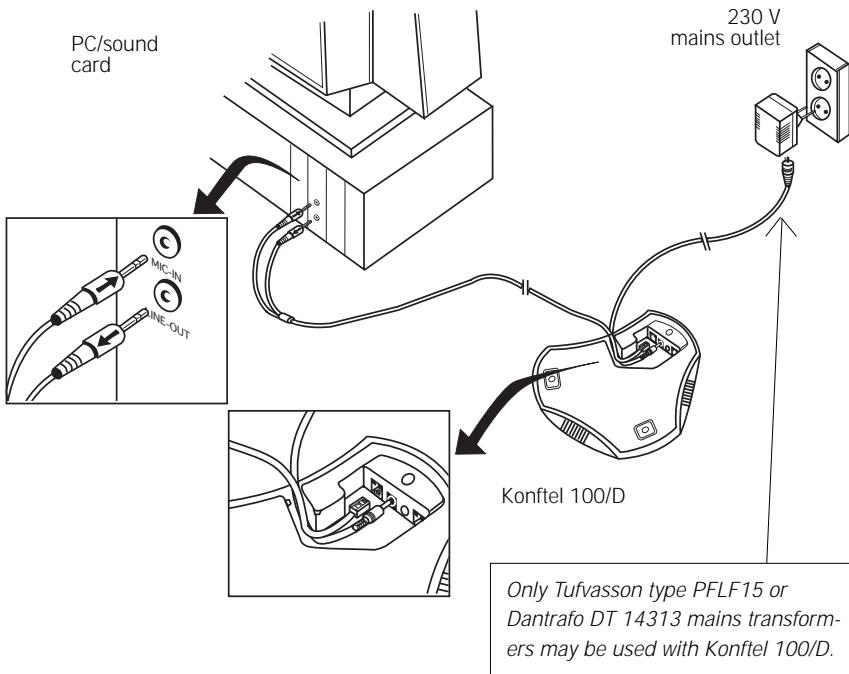
Press – and + to adjust microphone volume, then speak so that the party on the other end can tell you whether the volume should be adjusted up or down. Speak in a normal conversational tone and change the volume one step at a time.



Press the Mute key when you have completed setting the volume.

Volume settings are retained even when power is off.

## CONNECTING TO A PC

**Connection to a PC**

Konftel 100/D is connected to a sound card on a PC as shown in the figure above.

**NOTE:**

To achieve full duplex speech communication, the PC sound card must support full duplex.

Perform the connection as follows:

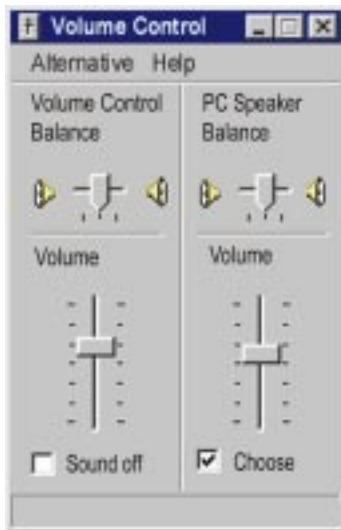
1. Turn off the power to the PC.
2. Connect the Konftel 100/D to the soundcard with the enclosed Y-cable as shown.

**NOTE:** If the sound card does not have a mic input, the "line in" input should be used instead.

3. Turn on the power to your PC.
4. Connect the Konftel 100/D to the transformer and mains outlet.

### Volume settings

Konftel 100/D has a default volume setting that may be used when setting volume level in the Microsoft® Volume Control.



Choose Volume Control from the Start menu: *Start>Program>Accessories>Multimedia>Volume control.*

### Volume settings for loudspeakers

Choose *Alternatives>Properties>Playback.*

Adjust the volume for Line Out (or PC Speaker).

The volume can then be adjusted if necessary on the Konftel 100/D. See **Key set**.



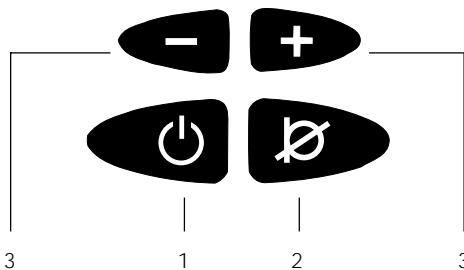
### Volume Settings for Microphone

Choose *Alternatives>Properties>Recording.*

Adjust the volume for MIC In (or Line In).

The microphone volume can then be adjusted if necessary on the Konftel 100/D. See **Setting Telephone Volume**.

## KEY SET

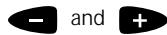


### Key functions

<b>1 On/Off-key</b>	Turns the Konftel 100/D on and off.
<b>2 Mute key</b>	Turns the microphone on and off.
<b>3 + and – keys</b>	Repeatedly pressing these keys increases / decreases sound level in the loudspeakers. After a completed call, Konftel 100/D retains the latest volume settings until they are changed again.

**Automatic tuning**

When the Konftel 100/D is turned on, it automatically adjusts sound levels to the room and the telephone line. Konftel 100/D registers the room's acoustics and makes adjustments continually during the call.



and

**Manual tuning**

To eliminate possible echo during a call, Konftel 100/D can be tuned manually. Press the – and + keys simultaneously. A short noise burst will be heard.

### Mute function



Turns off the microphone and the red LEDs extinguish. Press again to turn on the microphone.

### Tape recorder output

On the underside of the Konftel 100/D is an output for a tape recorder. The output accepts a 3.5 mm mono tele plug.

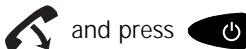


### Calling with telephone

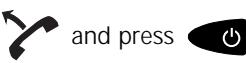
Lift the handset on the telephone and dial the number.



Press Press On/Off on the Konftel 100/D for loudspeaker function. Leave the handset off the telephone.



The call is terminated by placing the handset back on the telephone and pressing the On/Off key on the Konftel 100/D.



### Incoming calls

Lift the handset when the regular telephone rings and go to loudspeaker mode by pressing On/Off.

*Please inform the calling party that the call is routed through the loudspeaker.*

### General

It is possible to change from loudspeaker mode to handset operation at any time by pressing On/Off.



## CALLING WITH PC

There are many video and speech communication products for PC, Microsoft Netmeeting, Intel Proshare and Internet Phone from VocalTec to name just a few. All of these products have different ways of working. The following instructions are therefore a simplified version of how to use Konftel 100/D with PC products.

### **Calling with PC**



Press On/Off on the Konftel 100/D for loudspeaker mode.

Make call with the PC.



The call is terminated by breaking off the call on the PC and pressing On/Off on the Konftel 100/D.

### **Incoming calls**



Press On/Off on the Konftel 100/D for loudspeaker mode.

Answer with the PC.



The call is terminated by breaking off the call on the PC and pressing On/Off on the Konftel 100/D.

### Telephone troubleshooting

- 1 Check that the microphone is switched on. The red LEDs should be lit (see page 1).
- 2 Tune the Konftel 100/D manually (see page 9).
- 3 Reduce the microphone volume if the party called complains about too much echo (see page 5).
- 4 Check that the switch on the switch box is in the correct position (see page 4).
- 5 Check that all wiring is correctly connected (see page 3).
- 6 Remove extension cords, if any, and see if the system works. If not, contact your dealer.

### PC troubleshooting

- 1 Check that the microphone is switched on. The red LEDs should be lit (see page 1).
- 2 Tune the Konftel 100/D manually (see page 9).
- 3 Reduce the microphone volume if the party called complains about too much echo (see page 7).
- 4 Ensure that the PC sound card and program support full duplex.
- 5 Ensure that the party called has a conference unit, PC sound card and program that support full duplex.
- 6 Ensure that the party called has sufficient capacity (bandwidth) for the connection.
- 7 Check that all wiring is correctly connected (see page 6).
- 8 Remove extension cords, if any, and see if the system works. If not, contact your dealer.

### Maintenance

Clean the equipment with a *dry, soft cleaning cloth. Use no liquids!*

## TECHNICAL DATA, ACCESSORIES

**Main unit**

Power supply:	230 V AC/13 V DC, 1.2 A transformer (Tufvasson Type PFLF15 or Dantrafo DT 14313.
Inputs:	Analogue line in/out, modular 6/6. Rec (speaker) -10 dBm (adjustable). Send (microphone) -30 dBm (adjustable) .
Outputs:	Connection for tape recorder, tele 3.5 mm mono. The contact for connection of tape recorder may only be connected to SELV voltage according to SS-EN 60 950.
Mute:	Locking.
Speaker volume:	Adjustable in 15 steps.
Microphone volume:	Adjustable in 5 steps for optimal adaptability.
Echo cancellation:	Adaptive echo cancellation of room echo and line echo.
Environment:	Adapted for rooms <25 m <sup>2</sup> . Room reverberation <500 ms. Background sound <45 dBA.
Working temperature:	5 – 40° C.
Dimensions:	Diameter 232 mm. Height 88 mm.
Weight:	1000 gram.

**Switch box**

Input for handset:	Modular 4/4.
Input 100/D:	Cable, modular 6/6.
Output, telephone:	Cable, modular 4/4. The contact for connecting the switch box to the system telephone may only be connected to SELV voltage according to SS-EN 60 950.
Compatibility:	May be connected to virtually any telephone under PBX.

**PC Cables**

Y-Cable:	1 x modular 6/4, 2 x Tele 3.5 mm. The contact for connecting the Konftel 100/D to a PC may only be connected to SELV voltage according to SS-EN 60 950.
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**Accessories**

Art. no.	Name
9142008	Extension cable for LINE, 10 m
9146032	Extension cable, power supply, 10 m
9146048	Tape recorder cable
9146030	Wall mounting bracket
149110	Celling mount suspension with cables

**Spare parts**

Art. no.	Name
9145039	Mains transformer 13 V DC

**Konftel Technology** was one of the first companies in the world to develop advanced conference phones with Full Duplex-technology. Today we are the world leaders in loudspeaking communications and we also develop the technology for implementation in both our own and other companies' hands-free products. Read more about Konftel Technology, the intelligent sound technology, and our other products on [www.konfteltech.com](http://www.konfteltech.com)

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